



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 603.1

Job Title: **ASSISTANT CITY ATTORNEY I**

Pay Grade: 21

GENERAL SUMMARY:

Performs standard routine legal services, including prosecuting simple violations in municipal courts, writing conventional legal drafts and providing established legal advice to City departments and agencies.

RESPONSIBILITIES:

- Performs trial court activities in municipal, county, state and federal courts and before state and federal administrative boards; asks witnesses questions, argues cases and requests motions and/or dismissals.
- Researches and analyzes laws, ordinances, rules of procedure and evidence; writes opinions.
- Answers questions concerning laws/ordinances for law enforcement officers and the general public.
- Prepares initial drafts of routine legal documents, such as deeds, affidavits, pleadings, etc.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

No experience is required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Legal Intern
- Assistant City Attorney I
- Assistant City Attorney II
- Assistant City Attorney III
- Senior Assistant City Attorney I
- Senior Assistant City Attorney II
- Senior Assistant City Attorney III
- Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
- First Assistant City Attorney
- Deputy City Attorney

Effective: October 1990

Revised: June 1995